

ALLBROOK PARISH COUNCIL**25 August 2010****The Dovetail Centre, Winchester Road, Chandler's Ford****(7.15 pm – 9.07 pm)**

PRESENT: Councillor Wall (Chairman); Councillors Mrs Calder, Mrs Evans, Hawes, Mrs Sollitt and Mrs Symonds

(Apologies for absence were received from Councillor Mrs Cossey)

20. PUBLIC PARTICIPATION

A member of the public enquired about progress on a possible change of name for the Parish Council to reflect the inclusion of north Boyatt Wood in the parish. It was noted that the Interim Clerk would present a paper to the next Council meeting.

The resident also enquired about publicity for future meetings. The Chairman commented that press advertisements were too costly but agendas would be displayed on available notice boards and on the parish web site as and when a site was established. It was suggested that agendas could also be displayed at local commercial premises.

21. MINUTES

AGREED that the minutes of the meetings held on 9 and 21 June 2010 be signed by the Chairman as a correct record.

22. MATTERS ARISING

Allotments: Borough Council representatives to attend the next Council meeting to provide information on administration of the Broomhill and Lincolns Rise allotments and their formal transfer to the Parish Council.

23. STANDING ORDERS

Consideration was given to the report of the Interim Parish Clerk on Council standing orders.

Members agreed to incorporate procedural and contract standing orders in a single document and proposed adoption of the accompanying model standing orders, subject to the following:

- para 1e* Public participation period to be 15 minutes
- para 1f* Period of time for individual speakers to be three minutes
- para 1j* Delete first sentence requiring persons to stand when speaking
- para 1t* Attendance record in minutes – omit requirement to list absentees (only list apologies)
- para 1z* Meetings not to exceed 2½ hours
- para 2e* Ordinary Council meetings – delete Welsh provisions
- para 3b(i)* Delete option of electronic service for meeting summons
- para 3b(iii)* Include provision for member motions (8 clear days notice required for withdrawal)
- para 3b(viii)* Delete reference to common seal
- para 3b(xvi)* Defer pending discussion on handling of planning applications
- para 4a* Period of written notice for motions – 8 clear days
- para 4c* Notice for amended motions – 8 clear days
- para 5a(xvi)* Delete reference to common seal

<i>para 5a(xvii)</i>	Motion authorising expenditure without notice - £250 maximum
<i>para 6m</i>	Right of reply – 5 minutes maximum
<i>para 8a</i>	Period of notice for questions – 8 clear days
<i>para 11a</i>	Rescission of previous resolutions (exception to ‘6 months rule’) – written notice to be required from three members
<i>para 14b</i>	Sealing of deeds (use of common seal) – omit
<i>para 15iv</i>	Include provision for substitute councillors on committees with requirement for eight clear days notice for notification of absence
<i>para 17d</i>	Refusal of Chairman to call extraordinary meeting – request to be made by two members – meeting to be called within 7 days
<i>para 26 a-e & j</i>	Matters affecting Council employees – defer decision on these provisions
<i>para 27b</i>	Handling of information requests under the Freedom of Information Act – requests to be reported to the Chairman of the Council
<i>para 29a</i>	Liaison with District and County Councillors – copies of Council agendas to be sent to County Councillor Thomas
<i>para 29b</i>	Omit requirement to send copies of letters to District and County Councillors
<i>para 30a(v)</i>	Contract values - £60,000 to be the sum above which formal tendering requires a newspaper advertisement
<i>para 30b</i>	As above
<i>para 30c</i>	Clarify that formal tender process only applies to contracts above £60,000
<i>para 31 a-f</i>	Allegations of breaches of the Code of Conduct to be referred to the Eastleigh Borough Council Standards Committee (via the Monitoring Officer)

AGREED that the model standing orders accompanying the report of the Interim Parish Clerk be adopted, subject to the above provisions.

24. FINANCIAL REGULATIONS

Consideration was given to the report of the Interim Parish Clerk on Council financial regulations. The report was accompanied by a model set of regulations published by the National Association of Local Councils.

Members proposed adoption of the model, subject to the following:

<i>para 2.5</i>	Include provision for three-year budget forecast
<i>para 3.4</i>	Authority for Clerk to incur expenditure for urgent work – limit of £200
<i>para 5.3</i>	Clerk to countersign all cheques. Member signatories to be any two from the Chairman, Vice-Chairman and Councillor Cossey
<i>para 6.5</i>	Decision on need for cash float to be made in conjunction with new Clerk
<i>para 9.9</i>	Requirement for more than one person to be present when significant sums of cash are received by the Council – the term ‘significant sums’ may need to be defined as the Councils develops its services
<i>para 11.1</i>	Procedures as to contracts (tenders): Insert £60,000 as the limit above which competitive tenders are required <i>Sub-para(h)</i> – omit references to standing orders 61, 63 and 64 which no longer exist
<i>para 13</i>	Include provisions relating to stores and equipment
<i>Supplementary Regulations</i> - omit	

AGREED that the model NALC financial regulations be adopted, subject to the above provisions.

25. COUNCIL MEETING DATES AND VENUES

Further discussion took place on a meeting schedule and meeting places. There were no suitable premises in Allbrook parish available on a regular basis. However, both Otterbourne Village Hall (the John & Betty Mobbs Suite) and Committee Room 1 at the Dovetail Centre, Chandler's Ford were likely to be available.

AGREED:

- (1) That Otterbourne Village Hall be used for Council meetings for the time being;
- (2) That the next meeting be held on Wednesday 29 September 2010;
- (3) That subsequent meetings be held bi-monthly on the fourth Wednesday of the month.

26. CHILDREN'S PLAY AREAS

The Chairman referred to a letter received from residents of Claremont Close requesting the provision of play equipment and other facilities on the open grass area adjacent to Torre Close and Rookwood Close. A further letter (with accompanying petition) had also been received from residents of Allbrook Knoll requesting upgrading of the Allbrook Knoll Play Area.

Both areas of land were owned and maintained by Eastleigh Borough Council but the lack of funding was an obstacle to improvements. However, if the parish council was to identify this type of facility as a priority, the Borough Council could possibly seek developers contributions from any future development. Other options included the Parish Council funding improvements themselves or seeking external grant-aid.

It was agreed to include the two sites in the proposed tour of the parish by members. An informal 'audit' could then be taken of existing facilities and potential requirements.

Reference was also made to the footpath from Rookwood Close to Shakespeare Road which could benefit from the provision of benches along the route. Sponsorship might be a possibility for these.

27. BROOMHILL AND LINCOLNS RISE ALLOTMENTS

Asset transfer: The Parish Council needed to appoint solicitors to act on its behalf in the formal transfer of allotments from Eastleigh Borough Council. The Interim Clerk referred to solicitors typically used by other parishes for asset transfers.

AGREED that David Ebert & Co from West End be engaged for this purpose.

Administration: It was agreed that Diane Hunter of Eastleigh Borough Council would be asked to prepare a report on allotments administration for presentation to the 29 September meeting. Ms Hunter would also attend the meeting.

Members also enquired about the possibility of joint administration of the Lincolns Rise and adjoining Otterbourne parish allotments and also commented on the possible need for additional allotment land to reduce the waiting list period.

28. PLANNING MATTERS

Land at Saddlers Close – application F/10/67590: The Chairman referred to an application for the erection of 2 no 3-bed semi-detached houses on a site at Saddlers Close, just outside the parish boundary. A local resident was concerned about possible traffic implications and had submitted comments to the planning authority. Members were asked to view the application on the EBC website and send any comments to the Chairman. The closing date for observations was 1 September 2010.

Land adjoining Penarth House, Otterbourne Hill – application O/10/67643: Members received details of this outline application for construction of a shared care dementia living scheme (35 shared care units and 20 bedroom nursing wing). Councillor Evans gave a computer presentation on the application to highlight particular issues of concern, including the height and bulk of the proposal, design aspects in relation to neighbouring properties and the possibility of a precedent being set for future development. The application also raised policy issues, being outside the urban edge, and would therefore require consideration by the Eastleigh Local Area Committee. It was AGREED that Eleanor Evans would send to the Interim Clerk a suggested response to the planning authority for circulation to members.
(Note: Councillors Mrs Sollitt and Wall (EBC members) took no part in the discussion on this item and did not vote thereon)

Planning procedures: Further discussion took place on the Council's procedures for handling planning applications.

The Chairman reminded members that the Parish Council was only a consultee and that applications were determined by Eastleigh Borough Council as planning authority. Parish Councillors who were also Borough Council members were unable to comment on applications at Parish Council meetings under the Code of Conduct restrictions.

The infrequency of Parish Council meetings would make it difficult to structure applications into the meeting timetable. It might therefore be necessary to summon a special meeting to discuss any applications of particular concern. Details of all applications were contained in a weekly list published by the Borough Council and it was AGREED that the Clerk would circulate the list each week to all members.

29. CONFIDENTIAL BUSINESS

AGREED, that the press and public be excluded for the following items on the grounds that, by reason of the confidential nature of the business, publicity would be prejudicial to the public interest.

30. APPOINTMENT OF PERMANENT PARISH CLERK

The Chairman presented a recommendation from the Appointment Panel to appoint Ms Alix Passey Brown as permanent Clerk to the Parish Council. The appointment would be subject to receipt of satisfactory references and completion of medical enquiries. A further candidate was proposed in the event that Ms Passey Brown was unable to accept the appointment.

It was AGREED:

- (1) That the post of part-time Clerk to the Parish Council be offered to Ms Alix Passey Brown, with a starting salary at scp 20 of the NJC scale;
- (2) That the post be offered to the identified deputy in the event that Ms Passey Brown is unable to accept;
- (3) That arrangements be made for the successful candidate to start as soon as possible (ideally 13 September);
- (4) That the Chairman and Vice-Chairman be authorised to agree the detailed contract provisions.

31. INTERIM PARISH CLERK

The Interim Clerk's contract with Eastleigh Borough Council would expire on 6 September 2010. As previously discussed, it would be appropriate to retain the services of the Interim Clerk for a short period to provide a suitable hand-over period.

AGREED that authority be given for a short-term contract with the Interim Parish Clerk for a period of up to one month from the new Clerk's starting date.